

PINPOINT PUBLICATIONS ACCOUNT MANAGEMENT

Proponent For Inspection: DOIM

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Phone No.: _____

Unit Phone No: _____

Inspector's Name: _____

Inspector's Phone No: _____

Unit Overall Rating: T P U

REFERENCES:

- a. AR 25-30, 15 July 2002
- c. DA Pam 25-33, 15 September 1996

- b. DA Pam 25-30 (Published quarterly)
- d. FLW Publications SOP, 10 Jan 03

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does unit have or have access to the current publications required to manage the account?	BDE, BN			
2. Are there duty appointment orders on the Unit Publications Officer, IAW FLW Publications SOP, paragraph 3(a)2?	BDE, BN			
3. Does the unit have an updated DA Form 12-R, IAW DA Pam 25-33, paragraph 2-2 and was it submitted through the Installation Publications Control Officer to the St. Louis Publications Distribution Center IAW Distribution Center procedures and FLW Publications SOP, paragraph 3c(1)?	BDE, BN			
4. Does the unit have a system in place for effectively managing their pinpoint publications account IAW DA Pam 25-33, paragraph 5-1?	BDE, BN			
a. Printout from the Distribution Center with all changes made to the current printout (initial distribution list) and unfilled resupply orders IAW DA Pam 25-33, paragraph 5-1a and 5-1b.	BDE, BN			
b. Internal distribution plan IAW DA Pam 25-33, paragraph 5-1a.	BDE, BN			
c. Documentation of last semi-annual review IAW DA Pam 25-33, paragraph 5-1g.	BDE, BN			
5. <u>CRITICAL:</u> Does the publications officer understand the difference between initial distribution and resupply IAW DA Pam 25-33, Chapter 3? Test will be given.	BDE, BN			
6. Does the Brigade Publications Officer have documentation on the inspections conducted on each subordinate activity within the last year IAW OIP concept (i.e., brigade inspects battalion; battalion inspects company, etc.)?	BDE			
REMARKS AND FINAL COMMENTS:				